Writing Your Resume

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A Resume Is:

- ***Brief*** Summary of Your Qualifications
- Designed to Get You an ***Interview***
- ***Primary Tool*** of Your Job Search
- Not the ***SF 171***

Resume Types

- **Chronological**
  - Most Common Type
- **Functional**
  - Highlights Work History
  - Use if you have a broken work history
  - Highlights Qualifications over Work History

Preparation

Step 1:
Self Assessment

Self Assessment

- **Self Assessment Exercise**
  - (see handout)
  - do a new one periodically as your life or situation changes
  - keep them for future reference

Getting Started

Step 2:
Research The Job

Research The Job

- **Classification Standards (Civil Service)**
  www.opm.gov/fedclass/index.htm
- **Qualification Standards (Civil Service)**
- **www.opm.gov/qualifications/index.htm**

Research The Job

- **Private Sector**
  - Internet Search
  - Public Library
  - Book Stores
  - Career Events

Writing The Resume

Use a Computer!

Writing The Resume

- **Sell Yourself**

Writing The Resume

- Sell Yourself
- **Use Action Words (handout)**

Writing The Resume

- Sell Yourself
- Use Action Words
- **Be Consistent**

Writing The Resume

- Sell Yourself
- Use Action Words
- Be Consistent
- **List in Reverse Chronological Order**

Writing The Resume

- Sell Yourself
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- **Grammar, Punctuation and Spelling DO Count**

Writing The Resume

- Sell Yourself
- Use Action Words
- Be Consistent
- List in Reverse Chronological Order
- Grammar, Punctuation and Spelling DO Count
- **Make It Neat and Visually Appealing**

Writing The Resume (Summary)

- **Sell Yourself**
- **Use Action Words**
- **Be Consistent**
- **List in Reverse Chronological Order**
- **Grammar, punctuation and spelling DO count**
- **Make it Neat and Visually Appealing**

Content Areas

- **Identify Yourself**
  - Name
  - Address
  - Phone Number(s) (With Area Codes)
  - E-mail Address
  - Avoid: Nonessential or Prohibited Information (I.E.. Father of Three, Married, Divorced, Desperate for Job, Etc.)

Objective

- **Tell Them What You Are Looking for!**
  - Avoid Vague Sounding Buzz Phrases Such As a “Challenging Career in the Most Dynamic Company in the Whole Universe”
  - Be As Specific As You Can Without Limiting Yourself Too Much. (I.E., Seeking A Career As A Computer Programmer in a Growing Company)

Education

- **List in Reverse Chronological Order**
  - Include:
    - Name and Location of School (I.E., Podunk University, Podunk, PA)
    - Dates Attended (Month and Year)
    - Major Course of Study (I.E., Drawbridge Oiling)
    - Degree Earned (Associate in Arts, Bachelor of Science, Master of Education , Etc)
    - Honors (Cum Laude, Etc…)

Education

- **High School Is Generally Not Required, Especially If You Have Post High School Education**
- **Avoid a Long List of One Day Seminars, Etc.**
- **List In-service Training That Is Relevant (Only a Few)**

Work Experience

- **List in reverse chronological order**
- **Always start with:**
  - Position Title
  - Organization name
  - Organization Location (City and State)
  - Dates (Month and Year)

Work Experience

- **Briefly Describe Your Duties**
  - Use Action Words
  - Avoid Acronyms
  - Include Accomplishments
  - List Most Relevant Experience First
  - Be the Most Detailed About Relevant Work Experience

Work Experience

- **Include All Relevant Experience**
  - Military
  - Volunteer
  - Internships
  - Temporary Team Assignments or Details (of Reasonable Length)

Additional Information

- **Special Interests Relevant to the Job or Location**
- **Honors and Awards**
- **Computer Skills:**
  - Major Software
  - Website Construction
  - Hardware Experience

Additional Information

- **Professional Memberships**
- **Special Group Memberships**
  - National Honor Society
  - Fraternities/Sororities That Have Exceptionally High Academic Standards
  - Groups Relevant to the Job

References

- **Not Required Until the Interview, Unless Asked for.**
- **If They Are Impressive, Use Them**
- **Make Sure *They* Know You Used Them and They Are OK With It. (Clear in Advance)**

Make Your Resume Unique

- **Language Skills**
- **Military Experience**
- **Volunteer Experience**
- **Major Awards**
- **Professional Memberships**
- **Leadership Experience**
  - (See Handouts for More)

Be Sure To

- **Proof Read, Proof Reed, Proof Reid!**
- **Use a Good Quality “Resume Paper”**
- **Print Each One Separately If Possible**
- **Make It Apparent You Spent Time on THIS Job!**

Things To Avoid

- **Acronyms**
- **Technical Jargon (Unless It Is a Techie Job)**
- **Ring Binders, Folders, Spiral Binders, Etc.**
- **Attaching Certificates (Unless Requested)**

Things To Avoid

- **Mass Produced Resumes**
- **One Size Fits All Resumes**

Cover Letters

- **One Page**
- **Tailored to the Specific Job**
- **Briefly Relate Specific Experience, Education or Skills**
- **Demonstrates Your Writing Skills**
- **Matches Resume Paper, Type Font, Etc.**

A Word About Scanning

- **Most big companies scan resumes into electronic format and send them around by email for review. Avoid real fancy page layouts, they do not scan well and create a document that cannot be read by anyone.**

A Word About Resume Formats

- **Microsoft Word Has Several Resume Formats in the “Templates” Section (“File”, “New”, “Other Documents”).**
- **Add-ons Can Be Purchased for Word at a Reasonable Price (<$50)**
- **Word Perfect Has an Assortment of Resume Writing Tools**